

HELPFUL HINTS TO CITIZENS APPEARING BEFORE THE BOARD OF COMMISSIONERS

It is the goal of the Craven County Board of Commissioners to conduct the County's business in the most efficient manner, while remaining accessible and responsive to the needs of its citizens. For this reason, the following helpful hints to citizens are offered.

Getting on the Commissioners' Agenda

- Call the Clerk to the Board of Commissioners at (252) 636-6601.
- Observe the deadline: at noon on Tuesdays prior to meeting date.
- When requesting to be put on the Commissioners' agenda, please be as specific as possible concerning your business. This helps the process by allowing the Board members or staff to research the matter. It may enable them to provide a simple answer to your inquiry, or solution to your problem. Bear in mind, however, that the purpose of "Petitions of Citizens" is for citizens to be heard. It is possible that the Board will only hear your concern when you appear. The Board may not be able to address your concern on the spot, and the Board of Commissioners may not be the proper place to lodge your concern. In this case, you will be referred, if possible.
- If a petitioner expects a large group of supporters at the meeting, it is helpful to inform the Clerk to the Board in advance.
- If a scheduled petitioner is unable to attend the meeting, the courtesy of notification in advance, when possible, is appreciated.

Appearing before the Board of Commissioners

- Each petitioner will be limited to an amount of time specified by the Chairman, depending upon the number of petitioners scheduled (generally 4-5 minutes).
- The person who asks to be placed on the agenda is the only person who is expected to speak unless he or she specifies in advance that the allotted speaking time will be shared with another person.
- Please remember to address the Board, not the audience or the media.
- If the Board of Commissioners cannot provide an answer or remedy for your request immediately, your petition will be taken into consideration, or referred to the appropriate authority.